

KEMENTERIAN PENDIDIKAN MALAYSIA
Jabatan Pendidikan Negeri Sarawak

Operators are advised to refer to their local councils for consultation on site suitability before registering.

THE APPLICATION FOR THE ESTABLISHMENT OF PRIVATE EDUCATIONAL INSTITUTION (PEI) – PRIVATE SCHOOLS

ADVISORY

Every private educational institution shall comply with the Education Act 1996 and all regulations made under this act.

i. Applicant need **not** have to submit proof of:

- Purchase/lease of land/premise
- Ownership of or rent of premise
- Equipment ownership
- Renovation done

ii. After submission of application:

- The applicant is required to present a proposal for the establishment of a new private educational institution. This must be presented to the JPN's Private Educational Institution Establishment Committee (*Jawatankuasa Penubuhan Institusi Pendidikan Swasta*) at a specified date.
- Approval of establishment will be given to the applicant only and this ownership is non-transferable.
- Approval of establishment is valid for a period of two (2) years from the date of issue. Approval will only be given when the conditions for establishment have been met.

iii. The proposal must be sent to:

Pengarah

Bahagian Pendidikan Swasta

Kementerian Pendidikan Malaysia

Aras 3, Blok 2, Kompleks E

Pusat Pentadbiran Kerajaan Persekutuan

62604 PUTRAJAYA

One copy of the proposal must be sent to the registrar, or *Pendaftar Institusi Pendidikan dan Guru, Jabatan Pendidikan Negeri Sarawak*.

ESTABLISHMENT

To establish a private educational institution, the applicant is encouraged to prepare a proposal in **Malay**. The proposal should cover the following points:

PART I : BASIC INFORMATION

1. Applicant
 - Name of applicant
 - Identity card /passport number
 - Correspondence address
2. Name of institution
 - Proposed name
3. Location/address institution
 - Proposed location
 - Sales and purchase agreement / lease (unnecessary)
 - A sketch plan of the area
4. Applicant's background
 - Experience in the field of educational management
5. Type of ownership and proposed capital / source of finance
 - Ownership of company/organisation/association/cooperative
 - Paid-up capital
6. Rationale for setting up the institution:
 - Market research
 - Residents' needs (local and expatriate)
7. Target group (students)
 - Local
 - International
 - Age level

PART II : MANAGEMENT

8. Board of Governors' (BoG) membership information
 - Minimum number of five (5), including chairman
 - The Board must have an odd number of members
 - Names
 - Identity card/passport number
 - Profession

9. Principal/Headmaster
 - Acts as a secretary to the BoG (ex-officio) and therefore cannot be appointed as a member of the BoG.
 - Name
 - Identity card/passport number
 - Nationality
 - Academic and professional qualifications
 - Experience in the field of education

PART III : CURRICULUM INFORMATION

10. Information on every proposed program/curriculum
 - Name of program/curriculum
 - Rationale of the proposed program/curriculum
 - Level of program/curriculum
 - Curriculum management method
 - Duration of study
 - Minimum entry requirement
 - Certifying body
 - Teacher : student ratio
 - Class : student ratio
 - Maximum number of students per class
 - A detailed fee structure
 - Program/school sessions
 - Attach syllabus

PART IV : PHYSICAL INFORMATION

11. Proposed school physical facilities
 - A sketch of the institution's floor plan
 - Number of classrooms
 - Number of special rooms like library, laboratory etc
 - Co-curriculum facilities
 - The need for a school field / play ground

PART V : MISCELLANEOUS

12. Business strategies
 - Reasons for choosing the education industry
 - Financial capacity (capital) and operating cash flow over the next five years
 - Estimation of capital expenditure for the entire project
 - Projection of student numbers over the next five years
 - Projection of skilled teaching staff over the next five years

13. Future expansion plans

- Infrastructure
- Facilities
- Financial aid/student scholarship
- Professional development of teachers and staff
- Collaboration/networking with other institutions (within and outside the country)
- The need to gain accreditation from an international accreditation body within a period of three (3) years.

REGISTRATION

1. Submit the form outlined in P.U.(A) 534/97 with the **fee** [*Borang A Peraturan 3 Jadual Pertama : Permohonan Pendaftaran Institusi Pendidikan – Peraturan-Peraturan Pendidikan (Pendaftaran Institusi Pendidikan) 1997.*
2. Registration of an educational institution:
Upon receiving the letter of approval, the applicant is advised to work closely with the State Education Department and comply with the regulations and conditions.

CONTACT

- For more information, applicants may contact **Unit Pendidikan Swasta** at **Jabatan Pendidikan Negeri Sarawak** (082-473473 is the general line. Caller may request an extension to the Registration Unit, Private Education Unit)
- The form **Borang Permohonan Penubuhan IPS – Pindaan I** can also be downloaded from the following Ministry of Education link:
<https://www.moe.gov.my/muat-turun/borang/pendidikan-swasta>



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THE APPLICATION FOR THE ESTABLISHMENT OF PRIVATE EDUCATIONAL INSTITUTION (PEI) - KINDERGARTEN

REGISTRATION

Step 1: Starting the Application

- Obtain **Borang Permohonan Penubuhan Institusi Pendidikan Swasta I - Pindaan** from the State Education Department (JPN) or District Education Office (PPD) and fill it out.
- Include all attachments and relevant copies of:
 - a) Location plan (sketch map / Google Maps) premise location
 - b) Premise's floor plan indicating rooms (sketch) with detailed measurements
 - c) Letter from the Land and Survey Department
 - d) Signed agreement from at least 10 neighbours
 - e) Tenancy Agreement
 - f) Occupation Permit (O.P.) / letter of support from local council
- The completed form should be sent with the official application letter to JPN Sarawak or relevant PPD.

Step 2: Premise Suitability

- After the application form has been completed, the premise will be inspected to ensure that standards are being met.

Step 3: Agency Support Letter

- JPN/PPD will issue a letter requesting support from the following agencies:
 - a. Land and Survey Department
 - b. Local Authority
 - c. Malaysia Fire and Rescue Department
 - d. District Health Office

Step 4: Official Registration Form

- A registration form will be given to the applicant after approval has been obtained from the Private Educational Institution Establishment Committee (*Jawatankuasa Penubuhan Institusi Pendidikan Swasta*)
- The applicant must complete the form, attach the processing fee according to the stipulated rate and register.

Step 5: Approval and Conditional Offer

- A letter of approval for the establishment of kindergartens and a conditional offer will be issued upon completion of the process.

Step 6: Certificate of Recommendation / Registration

- A letter of Recommendation / Registration will be issued once the applicant complies with the conditions imposed.
- The certificate of registration must be displayed in a clearly visible and easily accessible area within the premise.

OWNERSHIP AND EQUITY

- The private kindergarten owner must be a Malaysian national, with the exception of expatriate and international school kindergarten owners.
- If the kindergarten is a subsidiary of a company, the *Bumiputera* ownership must comprise at least 30% of the total.
- The paid-up capital for the company managing the kindergarten must not be less than RM10,000.00.

LOCATION AND PREMISE

- The premise must be suitable and safe, equipped with basic facilities and teaching and learning equipment, as well as appropriate recreational space.
- Private kindergartens may operate in the following premises:
 - a. Concrete or semi-concrete, multi-storey or single-storey (detached/semi-detached). The operator must obtain support from the Land and Survey Department beforehand for use of a terrace house.
 - b. A building or a room that is reserved for a kindergarten.
 - c. Wooden building (multi-storey/single-storey) or wooden house (multi-storey/single-storey).
 - d. Community hall or public hall with written permission from relevant authorities.
 - e. Place of worship (space or room for kindergarten).

- Operators are discouraged from setting up kindergartens along roads or near major highways, in order to ensure child safety and to avoid traffic congestion.
- A suitable distance must be kept between kindergartens operating within the same residential area.

CHOICE OF NAME

- The use of Malay takes precedence over other languages.
- The name must have Malaysian characteristics or background.
- The use of initials is not encouraged.
- Names of state, district, town (within and outside the country) are prohibited.
- Names of leaders or famous persons within and outside the country are prohibited.
- Names and acronyms of political parties are prohibited.
- Names must receive the approval from the Registrar General.

BoG MEMBERS /ADMINISTRATORS & TEACHERS

- Members of the board of governors (BoG) must register with the Registrar General and pay the fee imposed.
- A minimum of three (3) BoG members is required.
- Teachers and principals (with the exception of expatriate kindergartens). must be Malaysian citizens.
- Teachers must possess a minimum academic qualification of SPM or its equivalent. Teachers are encouraged to pursue a Diploma in Early Childhood Education (ECE) or Preschool Education.
- It is **compulsory** for teachers to possess an updated teaching permit.

CURRICULUM AND STUDENTS

- *Kurikulum Standard Prasekolah Kebangsaan (KSPK)* must be used as the main curriculum.
- The approval from the Registrar General must be sought for any additional program.

LANGUAGE

- The national language (Malay) must be used as the medium of instruction in all kindergartens.
- Use of languages other than the national language as the medium of instruction must first receive approval from the Registrar General.
- If a language other than Malay is used as the medium of instruction, the national language (Malay) must be taught as a compulsory subject.

STUDENT

- Students must comprise of children between the ages of four (4) and six (6). (The three (3) age cohorts are 3+, 4+ and 5+)
- Kindergarten operators are prohibited from enrolling children below the age of 4.

FEES

- Types of fees and charges must be approved by the Registrar General.

CONTACT

- For more information, applicants may contact **Unit Pendidikan Swasta** at **Jabatan Pendidikan Negeri Sarawak** (082-473473 is the general line. Caller may request an extension to the Registration Unit, Private Education Unit)
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THE APPLICATION FOR THE ESTABLISHMENT OF PRIVATE EDUCATIONAL INSTITUTION (PEI) – TUITION CENTER

REGISTRATION

Step 1: Starting the Application

- Obtain **Borang Permohonan Penubuhan Institusi Pendidikan Swasta I - Pindaan** from the State Education Department (JPN) or District Education Office (PPD) and fill it out.
- Include all attachments and relevant copies of:
 - a) Location plan (sketch map/Google Maps) premise location
 - b) Premise's floor plan indicating rooms (sketch) with detailed measurements
 - c) Letter from the Land and Survey Department (to determine the premise's status: commercial or residential)
 - d) Tenancy Agreement/Sale and Purchase Agreement
 - e) Occupation Permit (O.P.) / letter of support from local council
- The copies of required certified documents are as follows:
 - i) Identity Card/ MyKad from Chairman, Operator 1 & Operator 2, Principal
 - ii) Principal's academic/qualification certificates
 - iii) Chairman's/Applicant's bank statement
 - iv) Information on course/subjects
 - v) Timetable
 - vi) Fees
- The completed form must be submitted with the official application letter to JPN Sarawak or relevant PPD.

Step 2: Premise Suitability

- A visit to the premise will be made once the application form has met the criteria of completion.

Step 3: Agency Support Letter

- JPN/PPD will issue a letter requesting support from the following agencies:
 - a. Land and Survey Department
 - b. Local Authority
 - c. Malaysia Fire and Rescue Department
 - d. District Health Office

Step 4: Official Registration Form

- A registration form will be given to the applicant after approval has been obtained from the Private Educational Institution Establishment Committee (*Jawatankuasa Penubuhan Institusi Pendidikan Swasta*).
- Complete the form and attach the processing fee and register according to the stipulated rate.

Step 5: Certificate of Recommendation / Registration

- A letter of Recommendation / Registration will be issued once the applicant complies with the conditions imposed.
- The certificate of registration must be displayed in a clearly visible and easily accessible area within the premise.

OWNERSHIP & EQUITY

- The private kindergarten owner must be a Malaysian national, with the exception of expatriate and international school kindergartens.
- If the kindergarten is a subsidiary of a company, the *Bumiputera* ownership must comprise at least 30% of the total.
- The paid-up capital for the company managing the kindergarten must not be less than RM10,000.00.

LOCATION & PREMISE

- The institution's location must be suitable with regard to teaching and learning environment, safety, health and etc.
- The characteristics of a suitable location are as follows:
 - a. Safe from hazardous chemical waste or trash.
 - b. Not within close proximity to entertainment centers, gambling outlets, recreational centers or markets.
 - c. Not within close proximity to unsafe buildings (fire hazards), noisy workshops, rivers or old buildings.
 - d. Not within close proximity to other institutions which offer similar courses.
- Tuition centers must operate within a shophouse or commercial building. Premises other than these will not be approved, unless they have received approval from their respective local councils.

- For any extension/ change of premises / branch opening, operators must get a written approval beforehand from the Ministry of Education Malaysia.

CHOICE OF NAME

- The use of Malay takes precedence over other languages and must contain educational and Malaysian characteristics. It must start with the words “*Pusat Tuisyen*”, followed by the proposed name. (The proposed name must be approved by the Inland Revenue Board or local council)
- The names of deceased notable local figures can be used, provided a written approval is obtained from their next of kin. The list of names that are **unfit** for use include:
 - a. name of famous living person
 - b. name of place
 - c. name of road
 - d. abbreviated name
 - e. name that has no meaning
 - f. name of any famous educational institution within and outside the country
 - g. name containing the word “*yayasan*” or “*politeknik*”

BoG MEMBERSHIP /ADMINISTRATOR & TEACHER

- Members of the board of governors (BoG) must register with the Registrar General and pay the fee.
- The board must have a minimum of three (3) BoG members.
- The principal must be a Malaysian citizen.
- Teachers must possess a minimum academic qualification of SPM or equivalent. It is compulsory for teachers to possess an updated teaching permit.

CURRICULUM

- The tuition center must use the curriculum approved by the Registrar General as stipulated in the approved registration.
- Only approved subjects under KSSR, KSSM, STPM and any approved examinations program approved by the Registrar General can be used.

LANGUAGE

- The national language (Malay) must be the medium of instruction used at all tuition centers.
- Languages other than Malay are not permitted for use as the medium of instruction.

STUDENT

- Registered students must not be younger than 6 years old.
- There is no minimum qualification for entry.

FEES

- Types of fees and charges must be approved by the Registrar General.
- For any fee increase, the operator must first obtain a written approval from the Registrar General and comply with the stipulated conditions.

CONTACT

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